



# EMPLOYMENT OPPORTUNITY BULLETIN

1. RPA #
<b>RPA 007 EMSA</b>
ANALYST'S INITIALS
DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Senior Emergency Service Coordinator</b>	3. POSITION NUMBER <b>312-700-8085-002</b>	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID <b>S07</b>
7. OFFICE OF <b>Emergency Medical Services (EMS) Authority</b>	9. LOCATION (CITY or COUNTY) <b>SAN BERNARDINO COUNTY</b>		13. MONTHLY SALARY <b>\$4961 TO \$5987</b>	
8. SEND APPLICATION TO: <b>Karen DeGuire or Patricia Czoberek EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670</b>	10. WORKING HOURS <b>MON - FRI, DAYS -</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
	12. CALNET NUMBER <b>N/A</b>		14. FILE BY <b>Until Filled</b>	

## SELECTION CRITERIA

- SROA/Surplus candidates are encouraged to apply. For permanent positions, SROA/Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.
- All applicants must have state civil service eligibility. Submit a STD. 678 application and resume.
- State the basis of your eligibility (i.e., SROA/Surplus or lateral transfer,) in Section 12, on the State application (STD 678), i.e. for SROA, surplus, or reemployment eligible, **please note this in Section 12, and attach your substantiation. In Section 12 note RPA #.**

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled. **"Pending OHR Approval"**.

## ESSENTIAL FUNCTIONS:

Under the direction of the EMS Health Program Manager I, the Senior Emergency Services Coordinator (Sr. ESC) works as part of a team performing a wide variety of consultative, advisory, and evaluative duties with responsibility in planning, organizing and preparing for disaster medical response operations and deployment of mobile medical assets as directed by the Emergency Medical Services (EMS) Authority management. The Sr. ESC is assigned to and responsible for management of the stand-alone Response Station located in San Bernardino County

**SPECIAL PERSONAL REQUIREMENTS:** During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

## **DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.
- Ability to perform tasks with a high degree of accuracy.
- Ability to use computer with proficiency using the Internet and Windows XP software programs, including Microsoft Word, Outlook, Excel, and Assess.

## **HOW TO APPLY:**

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the area of the application where you enter the position you are applying for. (for example, enter reinstatement, lateral transfer, list eligibility). In addition, if your eligibility is the result of competing in an examination, you must include a copy of your examination results indicating your official score with your application. Failure to provide these documents at the time you submit your application may result in your not being considered for the position.

Submit a State Application (STD. 678) and resume to:  
Emergency Medical Services Authority  
Karen DeGuire or Patricia Czoberek, Personnel Analysts  
10901 Gold Center Drive, Suite 400  
Rancho Cordova, CA 95670